

REQUEST FOR USE OF ISC HONOLULU FACILITIES FOR
OFFICIAL FUNCTIONS

From: _____ Phone: (W) _____

Unit: _____ Phone: (H) _____

1. I request permission to use of the following Coast Guard facility:

ISC Facilities

___ Gymnasium
___ Pool
___ Ball field
___ Picnic Area
___ Pavilion

Club 14

___ Dining Room (max cap 125)
___ Small room (off bar, max cap 15)
___ Game Room (max cap 50)
___ Lanai
___ Club 14 Special Request Items
___ Overhead Projector and Screen
___ TV /VCR
___ Power Point and Projector
___ Sound System

Red Hill Facilities

___ Community Center
___ Pool
___ Ball field

Wailupe Facilities

___ Community Center
___ Pool
___ Tennis Court

Day(s)/Date(s) of Event (List all dates, if multiple, and days of the week)

From _____ To _____
(Time) (Time)

2. Purpose: _____

There will be approximately: _____ People attending.

The group will consist of: _____ Active Duty Military, _____ Civilians, _____ Reservists.

3. **I request permission to serve alcohol at this function.** _____ **Initial Here.** BY INITIALLING THIS STATEMENT, I WILL ENSURE THAT NO INDIVIDUAL ATTENDING THIS FUNCTION OPERATES A VEHICLE WHILE LEGALLY INTOXICATED

4. I have read the regulations on page two (2) of this application. I will be present and shall be personally responsible for the conditions listed.

I am _____ in the _____
(Military Status) (Branch of Service)

(Name of sponsor) (Signature of requestor) (Date)

If this is a unit function, signature of CO or XO required:

(Signature) (Date)

OFFICE USE ONLY

Date received at MWR office: _____ Received by: _____

1. The requested facility is approved/ disapproved.

2. Remarks: _____

MWR Director's Signature

Date

If required: Second Endorsement:

1. Use of facilities space is approved / disapproved.

2. Serving beer at the function is approved / disapproved.

Executive/Commanding Officer's Signature Date

Copy to: Requestor/Night Orders/ISC MWR/Club 14/Red Hill/Wailupe e-mail/Wailupe Bulletin

FACILITY USER RULES

1. Facility requests are coordinated through ISC Honolulu's MWR Office.
2. All facilities are Coast Guard property and people are subject to the same discipline and controls that apply to all that enter a military reservation.
3. All facility requests that have more than 20 people in attendance must have a ratio of 1 supervisor to every 20 people.
4. The facilities requested may be used only for legal purposes. Illegal or improper conduct of any sponsor or guest will make the participants subject to ejection from the premises and possible arrest.
5. If you are having civilian guests, a list of their names must be submitted with this request. This allows proper notification of the gate guard, who will allow the listed guests to enter the ISC.
6. Cleanup details are the requestor's responsibility. Facilities shall be left in the same or better condition than found.
7. Before 5:00 p.m., you may park in the last five spaces of the Coast Guard Exchange parking lot. After 5:00 p.m., you may use all of the Exchange parking lot. Extra parking is available at any time by the Echo pier (south forty).
8. At the Wailupe and Red Hill Community Centers, no loud music or amplifiers are allowed.
9. All parties and functions must be terminated by 2300.
10. **The authorized use of alcoholic beverages does not excuse the standards of performance and conduct required of all personnel aboard.** The privilege of possessing or consuming alcoholic beverages may be rescinded by any personnel in the chain of command, who observes inappropriate or offensive behavior resulting (or appearing to result) from abuse of this privilege. Such revocation may be applied to individuals, groups within the organized activity, or the entire activity. This will not be subject to review or appeal.
11. Whenever and wherever alcoholic beverages are provided as part of an organized activity, including private parties, non-alcoholic beverages must be provided under the same conditions. For example, if beer is provided free after a ball game, sodas likewise must be provided for free.
12. Personnel under the age of 21 are prohibited from purchasing or consuming alcohol in accordance with applicable laws of the State of Hawaii.
13. The consumption of alcoholic beverages at any time or place other than requested is **STRICTLY PROHIBITED**.
14. At the Red Hill Community Center, parking is restricted to the last five spaces, closest to the dumpster. Parking along Tampa Dr. may be used only in authorized areas. No parking is allowed where there are red curbs. **CAR POOLING OR WALKING TO THE COMMUNITY CENTER IS STRONGLY ENCOURAGED!**
15. Red Hill Community Center users will be provided with a written cleanup list.
16. For Wailupe reservations, a two-week notice is required to obtain permission for use.